

**MEETING MINUTES**  
**KBJ ECONOMIC DEVELOPMENT JOINT POWERS BOARD**  
**Bomber Mountain Civic Center, Buffalo, WY**  
**January 8, 2020, @ 8:00 A.M.**

**Members present:**

Rick Myers, Treasurer  
Shane Schrader  
Zac Smith  
Bill Novotny  
Shann Edwards-Chair/Secretary

**Members absent:**

Crosby Taylor  
Vacancy-KC  
Rich Griffith

Staff: Claudia Todd

**Guests:** Jill Smith, Coldwall Banker, The Legacy Group; Floyd Whiting, Buffalo Bulletin; Scott Madsen, City Councilman; Ben Kirven

**I. CALL TO ORDER AND INSTRUCTIONS:**

Chair Edwards called the meeting to order at 8:04 A.M.

**II. REVIEW/ACCEPT MEETING MINUTES:**

December 11, 2019 meeting minutes reviewed (recorded by Shann Edwards).  
Smith motioned to approve the minutes from December 11, 2019 as presented. Mayor Schrader seconded. No discussion. All were in favor.

**III. STAFF REPORTS: JOCO First/BMCC Update** – The board reviewed the written building report provided by Claudia Todd. In addition, Todd has booked additional events including Ducks Unlimited, Rocky Mountain Elk Foundation, Business EXPO, and the 4H Carnival. A part time assistant has been hired. 2019 facility usage numbers are being calculated and will be available at the February meeting.

**IV. Executive Session – Smith moved to convene in executive session to discuss legal and personnel matters pursuant to Wyoming Statute 16-4-405 subsection (iii) and (x). Chairman Novotny seconded. No discussion. All in favor.**

**Chairman Novotny moved to come out of executive session. Myers seconded. No discussion. All in favor.**

**IV. FINANCIALS:** Treasurer's report on December's financial status included income at \$13,465.00 and expenses at \$18,109.00 leaving a deficit of \$4,644.00 which will be covered by grant dollars yet to be received. Cash on hand is \$78,800.00. Myers reported JOCO is on target with the budget for this time of year. Mayor Schrader moved to accept the treasurer's report. Smith seconded. No discussion. All in favor.

Myers reported that the proposed 2020-2021 budget is being worked on. Over the next couple weeks, the draft will be presented to the board. The 1% request is due on January 24, 2020 and the board will schedule a special meeting to review the application for approval.

**V. PUBLIC COMMENTS:** None.

**VI. OLD BUSINESS:**

- a. **Fire Sprinkler Quote** – An estimate was received from Life Safety Solutions, Sheridan, WY, for installation of a fire sprinkler system, which includes the 2 gyms and hallways at BMCC. The quote is for \$80,550.00; a significant decrease from a previous estimate received from Western States Fire Protection Co. The board agreed to move forward to obtain estimates for a 6" water line necessary for the project.

**VII. NEW BUSINESS:**


- a. **Lead-based Paint Inspection** – An inspection cost estimate to identify lead-based paint within BMCC was received from Y Environmental. The cost was projected between \$11,950.00 and \$13,950.00. Myers moved to hold off on the lead inspection. Mayor Schrader seconded. No discussion. All in favor.
- b. **22 Plains Drive Update (sprinkler system deficiencies)** – A competitive bid was received from Life Safety Solutions in the amount of \$2,370.00 to address the deficiencies in the sprinkler system identified during the annual inspection. This bid is considerably less than the one received from Western State Fire Protection Co. Myers moved to approve the bid from Life Safety Solutions to correct the deficiencies. Smith seconded. No discussion. All in favor.
- c. **Board Member Recruitment** – Randy Dyess has resigned his board position creating another opening. Mayor Schrader shared that he has received a letter of interest. There is also a Kaycee position that has been open. Claudia Todd will post this opening on the BMCC Facebook page.
- d. **Election of Officers** – Chairman Novotny moved to propose a slate of candidates whereby nominations will cease, and we will cast a unanimous ballot for Shann Edwards as Secretary and Treasurer, Zac Smith as Vice Chair, and Rick Myers as Chair. Mayor Schrader seconded. No discussion. All in favor.

**VIII. OTHER BUSINESS:**

- a. **Next Meeting: February 12, 2020, at 8 A.M. at Bomber Mountain Civic Center, Buffalo, Wyoming**
- b. **Open to board members:** Mayor Schrader recommended the board recognize Randy Dyess' long and dedicated service history with KBJ Economic Development, Joint Powers Board. All agreed and a plaque will be prepared for presentation at the first opportunity.

**IV. ADJOURN:** Meeting adjourned 9:21 am.

Contact Information: KBJ Economic Development (307) 620-1260 [Info@jocofirst.com](mailto:Info@jocofirst.com)

 2/18/2020

Shann Edwards, Secretary

Date:

Attested by:



2/18/20

Board Member

Chair

Date: